

**Writing Guidelines Policy**

The Board of Trustees recognizes the importance of accessibility, professionalism, appearance, consistency and clarity in the preparation and presentation of consumer documents, contracts with third-party agencies, memoranda of understanding, grants, letters, handbooks and other non-instructional written materials exclusive of marketing pieces; therefore the College will maintain, implement and regularly update a "Writing Style Guide" to follow accepted and approved writing conventions not inconsistent with any state, federal guidelines, or requirements of funding agencies.

**References**

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [College Publications Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 2/2/2016

**Board of Trustees Review/Approval Dates:** 4/5/2016

**Implementation Dates:** 4/5/2016